



CITY OF GRAPEVINE

CONCEPT PLAN APPLICATION

SUMMARY OF CONCEPT PLAN APPLICATION REQUIREMENTS

1. APPLICATION REVIEW REQUIREMENTS:
 - A. MEET WITH DEVELOPMENT SERVICES STAFF TO REVIEW APPLICATION REQUIREMENTS FOR YOUR SPECIFIC DEVELOPMENT.
 - B. APPLICATION WITH NOTARIZED SIGNATURES OF OWNER AND APPLICANT.
 - C. SURVEY AND/OR LEGAL DESCRIPTION (LOT, BLOCK & SUBDIVISION) OF THE PROPERTY ON 8 ½" X 11".
 - D. VERIFY WITH THE CITY OF GRAPEVINE PUBLIC WORKS DEPARTMENT REGARDING PLATTING INFORMATION. HAVE THE ATTACHED VERIFICATION STATEMENT SIGNED BY PUBLIC WORKS.
 - E. **FIVE (5) Z-FOLDED BLUELINE COPIES OF CONCEPT PLAN.** NO LESS THAN 22" X 34" AND SCALE OF NO LESS THAN 1" TO 50'.

**APPLICATIONS MUST BE COMPLETE AND MEET ALL
GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A
REQUEST CAN BE SET FOR PUBLIC HEARING**

DIRECT QUESTIONS TO DEVELOPMENT SERVICES STAFF AT (817)410-3155
FAX (817)410-3018

DELIVERY ADDRESS
DEVELOPMENT SERVICES
PLANNING DEPARTMENT
200 S. MAIN STREET
GRAPEVINE, TEXAS 76051

CORRESPONDENCE ADDRESS
DEVELOPMENT SERVICES
PLANNING DEPARTMENT
P O BOX 95104
GRAPEVINE, TEXAS 76099

CONCEPT PLAN APPLICATION

1. APPLICANT/AGENT NAME _____
COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE # _____ FAX # _____
EMAIL _____ MOBILE # _____
2. APPLICANT'S INTEREST IN SUBJECT PROPERTY _____

3. PROPERTY OWNER(S) NAME _____
4. ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE # _____ FAX # _____
4. ADDRESS OF SUBJECT PROPERTY _____
LEGAL DESCRIPTION: LOT ____ BLOCK ____ ADDITION _____
SIZE OF SUBJECT PROPERTY _____ ACRES _____ SQUARE FOOTAGE
METES & BOUNDS MUST BE DESCRIBED ON 8 1/2" X 11" SHEET
5. PRESENT ZONING CLASSIFICATION _____
6. PRESENT USE OF PROPERTY _____
7. REQUESTED ZONING DISTRICT _____

8. THE APPLICANT UNDERSTANDS THE MASTER PLAN DESIGNATION AND THE MOST RESTRICTIVE ZONE THAT WOULD ALLOW THE PROPOSED USE IS _____
9. MINIMUM/MAXIMUM DISTRICT SIZE FOR REQUESTED ZONING _____
10. DESCRIBE THE PROPOSED USE _____
11. THE CONCEPT PLAN SUBMISSION SHALL MEET THE REQUIREMENTS OF SECTION 45, CONTENTS OF A CONCEPT PLAN, SECTION 45.C.

EFFECT OF CONCEPT PLAN

**ALL SUBSEQUENT SITE PLANS SHALL CONFORM
TO THE CONCEPT PLAN SUBMITTED.**

**THE DEVELOPMENT SERVICES STAFF WILL DETERMINE THE AGENDA FOR
EACH OF THE PUBLIC HEARING DATES. BASED ON THE SIZE OF THE AGENDA,
YOUR APPLICATION MAY BE RESCHEDULED TO A LATER DATE.**

12. SIGNATURE TO AUTHORIZE THE FILING OF A FINAL CONCEPT PLAN.

APPLICANT (PRINT) _____

APPLICANT SIGNATURE _____

OWNER (PRINT) _____

OWNER SIGNATURE _____

The State of _____

County of _____

Before me _____ on this day personally appeared
_____ known to me (or proved to me on the oath of
_____ or through _____
(description of identity card or other document) to be the person whose name is subscribed
to the foregoing instrument and acknowledged to me that he executed the same for the
purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____,
A.D. _____.

SEAL

Notary Signature

The State of _____

County of _____

Before me _____ on this day personally appeared
_____ known to me (or proved to me on the oath of
_____ or through _____
(description of identity card or other document) to be the person whose name is subscribed
to the foregoing instrument and acknowledged to me that he executed the same for the
purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____,
A.D. _____.

SEAL

Notary Signature

PLATTING VERIFICATION

THIS VERIFICATION STATEMENT MUST BE SIGNED PRIOR TO THE
SUBMITTAL OF THIS CONCEPT PLAN APPLICATION

_____ It has been determined that the property described below does
require platting or replatting and the applicant has been instructed
on this procedure.

_____ It has been determined that the property described below is **currently
platted** or **does not require platting or replatting** at this time.

ADDRESS OF SUBJECT PROPERTY _____

LEGAL DESCRIPTION OF SUBJECT PROPERTY _____

PUBLIC WORKS DEPARTMENT

DATE

**THIS FORM MUST BE SIGNED BY THE PUBLIC WORKS DEPARTMENT
AND SUBMITTED ALONG WITH A COMPLETED APPLICATION TO THE
PLANNING AND ZONING DEPARTMENT.**

SECTION 45.C.

CONTENT OF A CONCEPT PLAN

A concept plan shall include all of the following information in graphic representation and shall be prepared by a registered architect, registered engineer or registered surveyor.

1. The legal description, or the metes and bounds description, certified by a registered land surveyor; showing the date, scale, north point, property boundary lines, dimensions and easements.
2. Applicant's name and address and their legal interest in the subject property.
3. Owner's name and address, if different from applicant.
4. Zoning classification and present use of the subject property.
5. Land use designation as contained in the Comprehensive Master Plan.
6. Conceptual representation of proposed use.
7. Conceptual representation of vehicular circulation within the subject site.
8. Conceptual representation of points of connection to the public right of way.
9. Computation of proposed number of dwelling units and the total acreage for residential uses. For nonresidential uses compute the approximate square footage of building, by type, or the maximum building square footage allowed in the particular district requirements.
10. Conceptual landscaping and buffer plan according to Section 53, Landscaping.
11. Description of how essential public services, including water, sewer, drainage and solid waste, will be provided.
12. Description of any proposed grading, regrading or fill that is proposed on the subject site.
13. Maximum number of parking spaces required according to Section 56, Off-Street Parking Regulations.
14. Other information the applicant and/or owner might wish to include.
15. The names, addresses and telephone numbers of all professional consultants, if any, advising the applicant with respect to the proposed rezoning.

16. Street address, or common description of the property.
17. A graphic rendering of the existing site conditions, which depicts all significant natural, topographical and physical features of the subject property including contours; location and extent of tree cover; location and extent of water courses, marshes and flood plains on the subject property; and existing drainage patterns.
18. Vicinity map indicating the area in which the property is located.
19. In the bottom right corner title the plan the same as the subdivision being platted and number each sheet in a similar manner (Example: Sheet 1 of 1).
20. Note the assigned case number in the bottom right corner on each sheet.
21. The initial submittal for review purposes shall be on a sheet no less than 22" x 34". The scale shall be no less than 1" = 50'.
22. Include an internal traffic circulation plan on the concept plan.
23. All turning radii - 35 feet minimum per Grapevine Fire Department

CASE NAME:
CASE NUMBER:
LOCATION:

MAYOR

SECRETARY

DATE: _____

PLANNING AND ZONING COMMISSION

CHAIRMAN

DATE: _____

SHEET: _____ OF _____

APPROVAL DOES NOT AUTHORIZE ANY WORK
IN CONFLICT WITH ANY CODES OR
ORDINANCES.

DEPARTMENT OF DEVELOPMENT SERVICES

THIS SIGNATURE BLOCK MUST APPEAR ON EACH PAGE OF THE SUBMITTAL AND
FINAL REVISIONS.

NUMBER EACH SHEET AS PER EXAMPLE BELOW:

SHEET 1 OF 4 ;
SHEET 2 OF 4 ;
SHEET 3 OF 4 ;
SHEET 4 OF 4 , ETC.

CONCEPT PLAN APPLICATION PROCEDURAL TIMETABLE

APPLICATION DEADLINE	CONCEPT PLAN REVIEW SUBMITTAL
DAYS 1 - 14	PLANNING STAFF REVIEW
DAY 15	TECHNICAL REVIEW COMMITTEE
	PLANNING DEPARTMENT PUBLIC WORKS BUILDING INSPECTIONS FIRE DEPARTMENT POLICE DEPARTMENT UTILITY COMPANIES
DAY 23	RETURN NECESSARY REVISIONS TO PLANNING DEPARTMENT STAFF
DAY 25	NOTICE TO NEWSPAPER
DAY 32	ADJACENT PROPERTY OWNERS; POSTING OF SIGNS ON PROPERTY
DAY 39	PACKETS SUBMITTED FOR DISTRIBUTION TO CITY COUNCIL AND PLANNING AND ZONING COMMISSION
DAY 42	CITY COUNCIL AND PLANNING AND ZONING COMMISSION JOINT PUBLIC HEARING

PLANNING AND ZONING COMMISSION RECOMMENDATIONS TO CITY COUNCIL RESULT IN THE FOLLOWING ACTION

APPROVAL -	REQUIRES A COUNCIL MAJORITY VOTE
DENIAL -	REQUIRES 3/4 VOTE APPROVAL BY COUNCIL
TABLING -	SET TO A DATE CERTAIN; FURTHER RESEARCH AND INFORMATION REQUIRED

**2010
CITY OF GRAPEVINE
PLANNING & ZONING COMMISSION
MEETING AGENDA SCHEDULE**

CITY COUNCIL PLANNING & ZONING MEETING DATES *	FILING DEADLINE First Monday of the month
December 15, 2009	November 2, 2009
January 19, 2010	December 7, 2009
February 16, 2010	January 4, 2010
March 16, 2010	February 1, 2010
April 20, 2010	March 1, 2010
May 18, 2010	April 5, 2010
June 15, 2010	May 3, 2010
July 20, 2010	June 7, 2010
August 17, 2010	July 6, 2010
September 21, 2010	August 2, 2010
October 19, 2010	September 7, 2010
November 16, 2010	October 4, 2010
December 21, 2010	November 1, 2010
January 18, 2011	December 6, 2010

*** These dates are prior to council approval and may change**

**THE DEVELOPMENT SERVICES STAFF WILL DETERMINE
THE AGENDA FOR EACH OF THE PUBLIC HEARING DATES.
BASED ON THE SIZE OF THE AGENDA, YOUR APPLICATION
MAY BE RESCHEDULED TO A LATER DATE.**